## JOB DESCRIPTION

Job Holder Reference:ANC185



# JOB TITLE: TRANSPORT SUPERVISOR

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| JOB DETAILS : Transport Supervisor | | | | | | |
| Department: **Transport Department** | | | Directorate: **Estates and Facilities Directorate** | | | |
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| JOB PURPOSE AND DIMENSIONS | | | | | | |
| To facilitate an efficient and effective transport service throughout NHS Greater Glasgow and Clyde  To assist in the monitoring of the above service, making sure that all transport rules and regulations are adhered to. Schedules are delivered on a daily basis, adequate drivers in place to cover tasks, management of fleet and recording of relevant information. | | | | | | |
| **2. ORGANISATIONAL POSITION** | | | | | | |
| MAIN TASKS, DUTIES AND RESPONSIBILITIES | | | | | | |
| Supervise the collection and delivery of all schedules and complete the necessary paperwork if there are any non-conformances.    Supervise and deploy the staff so that all tasks are completed in the most efficient and safe manner.    Rectify any day to day problems using own initiative and experience    Ensuring adequate staffing levels are maintained  Maintain that all policies and procedures are adhered to.  Compilation of duty rotas, allocation of annual leave and public holidays    Ensure that all staff is trained in all tasks that are performed in the department.  Assist in compilation of duty rotas, allocation of annual leave and public holidays ensuring adequate manning levels are maintained.  Ensure all keys are kept in are secure environment when not in use.  Assist in the recruitment/selection of new recruits  Manage attendance of Drivers in line with Once for Scotland Policies  Identify any training needs that may arise through changing legislation, new procedures, and assist in arranging and participate in the necessary training of staff as required.  Implement all vehicle servicing pmis and any other defect repairs that arise out with the maintenance schedule. Manage the Fleet in accordance with the rules and regulations.  Comply with Board Policies at all times. | | | | | | |
| EQUIPMENT AND MACHINERY | | | | | | |
| Please describe any machinery and/or equipment used in the job:  Telephone  Cages  Tail-lifts  7.5 ton vehicles | | | Give brief description of use of each item used:  Communications – contact drivers  Emails  Computer Software  Carrying goods  Load/unloading vehicles | | | |
| SYSTEMS | | | | | | |
| Please describe any system used in the job:  Complete drivers’ timesheets  Tachographs  Weekly drivers record sheets.  ISO 9002 | | | Give brief description of use of job holder’s role in relation to each system:  Record hours worked/driving/check completion  Completion for records/legislation  Quality system / traceability | | | |
| DECISIONS AND JUDGEMENTS | | | | | | |
| Please describe the nature of supervision of the job, areas of discretion, and typical judgements made in the course of the job:  The postholder’s workload is managed.  Rectify any day-to-day problem by using own initiative and experience.  Prioritise and issue any ad-hoc work.  Prioritise and issue urgent requests. | | | | | |  |
| COMMUNICATIONS AND RELATIONSHIPS | | | | | | |
| Who postholder communicates with:  CPU  TSSU  Laundry  Pharmacy  Laboratory  Medical Records  Supplies  ISO 9002 Co-ordinator  Lease companies | | What communication is about:  Meals  Instruments  Linen  Drugs  Specimens  Case Notes  Stores  Breakdowns | | Any difficulties encountered:  Breakdowns, contingency planning  Breakdowns and emergencies  Re-schedule workload | | |
| PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB | | | | | FREQUENCY | |
| Physical skills: | Manual handling skills.  Driving skills. | | | | Daily  Daily | |
| Physical effort: | Push/pulling cages, tail-lifts, lifting bags, casenotes  Occasional heavy work.  Moving furniture/medical equipment. | | | | Daily  Occasional  Occasional | |
| Mental demands: | Vehicle breakdown.  Staff shortages.  Requirement for concentration where work pattern is unpredictable. | | | | Daily/weekly  Monthly  Occasional | |
| Emotional demands: | Dealing with emotional problems of staff.  Dealing with irate customers | | | | Occasional  Occasional | |
| Working Conditions | Frequent exposure to unpleasant working conditions eg foul linen  Occasional exposure to highly unpleasant work.  Some exposure to hazards.  Exposure to adverse weather conditions. | | | | Daily  Occasional  Occasional  Occasional | |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB | | | | | | |
| Ensuring that all schedules are completed on time as patient care is at risk and that staff operates within the rules and regulations.  Ensure smooth running of multi-task department. | | | | | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | | | | | | |
| Training and/or qualification(s) required:  Must be qualified to drive 3.5 ton vehicles.  Knowledge of transport rules and regulations.  Supervisory and management experience.  Defect reporting systems | | | | | | |
| Level of experience/knowledge required:  Driving 3.5 ton vehicles  Knowledge of Transport Rules/Regs  Operator License Awareness training  Highway code knowledge | | | | | | |

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| **JOB DESCRIPTION AGREEMENT** | |
| Job Holder’s Signature:  Staff Representative’s Signature:  Head of Department’s Signature: | Date:  Date:  Date: |